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Examination Of Records
Of The Finance Office
Fiscal Year 1971 B-114864

House of Representatives

BY THE COMPTROLLER GENERAL
OF THE UNITED STATES

904233
090737

MAY 4 1972



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

B-114864

Dear Mr. Jennings:

1
/ The General Accounting Office has examined the records of the Finance Office, House of Representatives, for the fiscal *GAS 00012* year ended June 30, 1971, pursuant to your request dated June 3, 1971.

ce
/ A copy of this report is being sent to the Chairman of the Committee on House Administration. *H 21700*

Sincerely yours,

A handwritten signature in cursive script that reads "James B. Stacks".

Comptroller General
of the United States

C1
R The Honorable W. Pat Jennings
Clerk of the House of Representatives

GAS 00013

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dated June 3, 1971

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COMPTROLLER GENERAL'S
REPORT TO THE CLERK
OF THE HOUSE OF
REPRESENTATIVES

EXAMINATION OF RECORDS OF THE FINANCE OFFICE
HOUSE OF REPRESENTATIVES, FISCAL YEAR 1971
B-114864

D I G E S T

WHY THE EXAMINATION WAS MADE

The General Accounting Office (GAO) made an examination of the records of the Finance Office, House of Representatives, at the request of the Clerk of the House. (See app. I.)

OPINION ON FINANCIAL STATEMENTS

In GAO's opinion, the financial statements (schs. 1 through 6), which were prepared on a basis consistent with that of the preceding year and in accordance with the accounting practice described on page 9, present fairly the accountability of the Clerk of the House of Representatives for appropriated and other funds at June 30, 1971, and the status of the individual appropriations and other funds at that date.

OTHER MATTERS

The Finance Officer was aware of certain weaknesses in operations that he attributed to a shortage of personnel and an increased work load. In November 1971 the Clerk of the House filled all vacancies. In addition, the Clerk details additional temporary clerical personnel to the Finance Office to assist in periods of heavy work load.

INTRODUCTION

The Clerk of the House is the principal fiscal officer of the House. He disburses the funds appropriated for the expenses of the House of Representatives, other than those for salaries and mileage of members and the expense allowance of the Speaker which are disbursed by the Sergeant at Arms. The Clerk makes disbursements on the basis of certifications by appropriate members and, in certain instances, by appropriate officers of the House of Representatives. The financial records are kept in accordance with long-standing procedures of the Finance Office.

Our examination of the records of the Finance Office of the House of Representatives for fiscal year 1971 was undertaken to verify the financial accountability of the Clerk of the House at June 30, 1971. We (1) reviewed Federal laws relating to payments of salaries and other expenses of the House, (2) examined, on a test basis, the records and financial transactions for the required certifications and approvals, and (3) included such auditing procedures as we considered appropriate under the circumstances.

ACCOUNTABILITY FOR APPROPRIATIONS AND FUNDS

At June 30, 1971, the unexpended funds for which the Clerk of the House was accountable amounted to \$8,304,298. A statement of the accountability of the Clerk of the House for the fiscal year ended June 30, 1971, as shown in the accounts of the Finance Office, is presented as schedule 1 and is summarized as follows:

Unexpended balance, July 1, 1970	\$ 6,824,697.84
Appropriations and receipts	<u>115,309,294.32</u>
Total funds available	122,133,992.16
Expenditures and transfers	<u>113,829,694.16</u>
Unexpended balance, June 30, 1971	\$ <u>8,304,298.00</u>

A statement showing, for each appropriation and fund, the total funds available, the net disbursements, the transfers during the period, and the unexpended balance at June 30, 1971, is presented as schedule 2.

Comments relative to disbursements for salaries, expenses of special and select committees, miscellaneous items, prescribed accounting procedures, overpaid vouchers or duplicate payments, and contract limitation cards are presented in the following sections.

DISBURSEMENTS FOR SALARIES

Most disbursements are for payment of members' clerk hire and of the salaries of officers and employees of the House. The payrolls are prepared on the basis of designations and appointments by the committee chairmen and officers and members of the House. Persons' time and attendance are not reported to the Finance Office, and salary payments are continued until a notice to terminate is received. Any payroll changes as a result of increased or decreased deductions requested by employees, appointments, terminations, and so forth are recorded on pay-change work sheets from original documents in the Finance Office. The work sheets then are forwarded to the Data Processing Office for payroll purposes.

Payrolls for the investigative staffs of the special and select committees are signed by the chairmen of the full committees, and payrolls for employees of the House officers are signed by the respective officers, whereas payrolls for the standing-committee employees and clerk hire are not certified but are signed by the Clerk of the House on the basis of approved appointments. Payrolls charged against the Contingent Fund of the House are signed by the Chairman, Committee on House Administration.

EXPENSES OF SPECIAL AND SELECT COMMITTEES

The expenses of special and select committees of the House of Representatives are authorized and limited by House resolutions. The authorization to incur expenses within the specified limitation covers each session of the Congress unless otherwise provided in the authorizing resolution. Funds to pay these expenses are appropriated on a fiscal-year basis. Generally expenses incurred during a given fiscal year are paid from the appropriation applicable to that year.

The expenses of the Ninety-first and Ninety-second Congresses for special and select committees paid during the fiscal year ended June 30, 1971, amounted to \$7,755,652 and were authorized by the:

Ninety-first Congress	\$4,375,584
Ninety-second Congress	<u>3,380,068</u>
Total	<u>\$7,755,652</u>

Statements of authorizations, disbursements, and unexpended balance for special and select committees of both the Ninety-first and the Ninety-second Congresses are presented in schedule 3 and schedule 4, respectively. These schedules show the disbursements by the Congresses through June 30, 1971, and schedule 2 shows the transactions that occurred during fiscal year 1971 in the appropriation accounts of the fiscal years indicated. The disbursements shown in schedules 3 and 4 do not agree with those in schedule 2 because of the different periods of time involved. The 1971 disbursements shown in schedule 3 for the Ninety-first Congress are made up of payments from the fiscal

years 1969, 1970, and 1971 appropriation accounts, and the disbursements from the fiscal year 1969 account for the Ninetieth Congress do not appear in either schedule 3 or schedule 4.

MISCELLANEOUS ITEMS

Amounts appropriated for miscellaneous items of the House are available for necessary expenses not specifically provided for in other appropriations. In fiscal year 1971 there were 14 classifications of miscellaneous items compared with 23 in fiscal year 1970.

The funds appropriated for miscellaneous items for fiscal years 1970 and 1971 and the disbursements made from such funds are presented in schedules 5 and 6 and are summarized below.

	<u>1970</u>	<u>1971</u>
Appropriations:		
Annual appropriations	\$5,010,000	\$6,675,000
Transferred to other appropriations:		
Stationery Revolving Fund pursuant to:		
2 U.S.C. 46b-2	-2,350	-14,250
H. Res. 1276	-	-194,500
Pub. L. 91-665	-	-47,500
Government contributions pursuant to:		
Pub. L. 91-145 and Pub. L. 91-257	-63,100	-
Pub. L. 91-382	-	-50,000
Special and select committees pursuant to Pub. L. 91-257	-148,000	-
Salaries of officers and employees pursuant to Pub. L. 91-305	-20,000	-
Minority Leader's automobile pursuant to Pub. L. 91-257	-25	-
Postage stamps pursuant to H. Res. 420	-	-96,000
House Restautant Fund pursuant to H. Res. 429	-	-36,084
	<u>4,776,525</u>	<u>6,236,666</u>
Total funds disbursed:		
Fiscal year 1970	3,105,137	-
" " 1971	<u>899,566</u>	<u>4,350,575</u>
Total	<u>4,004,703</u>	<u>4,350,575</u>
Unexpended balance, June 30, 1971	<u>\$ 771,822</u>	<u>\$1,886,091</u>

WEAKNESSES IN OPERATIONS

We noted weaknesses in the following areas of operation.

1. From December 1970 the monthly Statement of Accountability (form SF-1219) and the Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (form SF-1220) were not submitted to the Treasury by the 8th working day following the close of the reporting period, contrary to Treasury regulations.
2. In January, February, and September, payments were made without the assurance that funds were actually available for such payments.
3. Vouchers were overpaid, or their payments were duplicated. Repayments of \$1,591.10 were collected in fiscal year 1971. The same problem was noted last year.
4. Contract payment limitation cards were not always posted.

The Finance Officer acknowledged these weaknesses and pointed out that, in January, February, and March of this year, the work load of the Finance Office increased because of the new Congress, a conversion from basic to gross pay rates, a general pay raise, and issuance of over 4,000 identification cards. Approximately 1,400 hours of overtime were recorded during this period. The Finance Office was unable to start posting the February work until February 28 and did not finish until approximately March 17. In addition, the Accounting Unit did not have a total of either the February or the March payments until well after the vouchers had been paid. It was at this time that one of the special or select committees exceeded its authorization.

We were informed that a factor contributing to these deficiencies was the shortage of personnel caused by the use of Accounting Unit personnel for other duties. The following statistics indicate the increase in work load while staffing remained constant.

<u>9 months of calendar year</u>	<u>Average number of employees on payroll</u>	<u>Vouchers</u>	
		<u>Total number</u>	<u>Total checks</u>
1967	6,140	5,106	11,293
1968	6,096	5,471	12,126
1969	6,414	5,224	12,027
1970	6,778	5,820	13,825
1971	7,645	5,770	15,685

In calendar year 1971 a number of key employees re-
tired, which caused further difficulties in maintaining cur-
rent accounting records. In November 1971 the Clerk filled
existing employee vacancies in the Finance Office, and this
action is expected to alleviate the personnel crisis in the
Finance Office. In addition, the Clerk details additional
temporary clerical personnel to the Finance Office to assist
in periods of heavy work load.

OPINION ON FINANCIAL STATEMENTS

The accompanying financial statements were prepared by us from the Finance Office records, which are maintained on a cash basis in accordance with the long-standing procedures of the Finance Office.

In our opinion, the accompanying financial statements (schs. 1 through 6), which were prepared on a basis consistent with that of the preceding year and in accordance with the accounting practice described above, present fairly the accountability of the Clerk of the House for appropriated and other funds at June 30, 1971, and the status of the individual appropriations and other funds at that date.

FINANCIAL STATEMENTS

SCHEDULE 1

THE FINANCE OFFICE

HOUSE OF REPRESENTATIVES

STATEMENT OF ACCOUNTABILITY FOR APPROPRIATIONS AND OTHER FUNDS

FISCAL YEAR ENDED JUNE 30, 1971

UNEXPENDED BALANCE, JULY 1, 1970			\$ 6,824,697.84
APPROPRIATIONS AND RECEIPTS:			
Current appropriations		\$113,632,387.42	
Revolving fund receipts:			
House Restaurant Revolving Fund	\$ 632,336.80		
House Recording Studio Revolving Fund	123,694.72		
Stationery Revolving Fund	681,902.41		
House Beauty Shop Revolving Fund	<u>198,306.03</u>	1,636,239.96	
Proceeds from sale of miscellaneous items to be deposited in general fund of the Treasury		<u>40,666.94</u>	<u>115,309,294.32</u>
Total funds available			122,133,992.16
EXPENDITURES AND TRANSFERS:			
Disbursements for salaries and other expenses	112,123,368.96		
Less refunds and canceled checks	<u>70,661.67</u>	112,052,707.29	
Transfers:			
Lapsed appropriations transferred to the general fund of the Treasury	1,736,319.93		
Deposited in general fund of the Treasury	<u>40,666.94</u>	<u>1,776,986.87</u>	<u>113,829,694.16</u>
UNEXPENDED BALANCE, JUNE 30, 1971 (sch. 2)			\$ 8,304,298.00

THE FINANCE OFFICE
HOUSE OF REPRESENTATIVES
STATEMENT OF APPROPRIATIONS AND FUNDS
FISCAL YEAR ENDED JUNE 30, 1971

Fund symbol	Purpose	Fiscal year	Funds available (note a)	Net disbursements	Transfers (note b)	Unexpended balance June 30, 1971
0090410	Salaries, officers and employees	1969	\$ 440,507.43	\$ 454.58	\$ 440,052.85	\$ -
0000410	do.	1970	240,796.79	130,358.87	-	110,437.92
0010410	do.	1971	20,358,025.00	19,627,123.86	-	730,901.14
0090415	Clerk hire, members, delegate, and resident commissioner	1969	19,007.98	-	19,007.98	-
0000415	do.	1970	23,855.56	1,322.49	-	22,533.07
0010415	do.	1971	53,900,000.00	53,712,208.21	-	187,791.79
0090425	Attending physician	1969	8,494.33	-	8,494.33	-
0000425	do.	1970	2,455.83	2,374.26	-	81.57
0010425	do.	1971	77,300.00	67,240.45	-	10,059.55
0090431	Miscellaneous items	1969	918,677.39	141,380.25	777,297.14	-
0000431	do.	1970	1,671,388.07	899,566.00	-	771,822.07
0010431	do.	1971	8,236,665.86	4,350,574.52	-	3,886,091.34
0090432	Reporting of hearings	1969	88,447.20	-	88,447.20	-
0000432	do.	1970	62,950.99	55,726.15	-	7,224.84
0010432	do.	1971	422,500.00	164,446.70	-	258,053.30
0090433	Special and select committees	1969	31,024.83	510.77	30,514.06	-
0000433	do.	1970	246,858.21	151,566.14	-	95,292.07
0010433	do.	1971	8,010,000.00	7,604,572.12	-	405,427.88
0090434	Telephone and telegraph	1969	146,473.11	20,137.47	126,335.64	-
0000434	do.	1970	894,971.86	633,211.11	-	261,760.75
0010434	do.	1971	3,800,000.00	2,960,304.92	-	839,695.08
0090435	Revision of the laws	1969	102.66	-	102.66	-
0000435	do.	1970	1,694.02	-	-	1,694.02
0010435	do.	1971	35,000.00	33,688.62	-	1,311.38
0090439	Postage stamps (note c)	1969	3,039.82	-	3,039.82	-
0000439	do. (note d)	1970	164,431.75	160,381.51	-	4,050.24
0010439	do. (note e)	1971	416,390.00	158,961.33	-	257,428.67
0090441	Furniture	No year	170.47	-	-	170.47
0000441	do.	1969	760.87	-	760.87	-
0000441	do.	1970	50,251.91	50,077.75	-	174.16
0010441	do.	1971	300,000.00	259,225.08	-	40,774.92
0090460	Joint Committee on Internal Revenue Taxation	1969	35,671.40	-	35,671.40	-
0000460	do.	1970	5,885.54	-65.10 ^f	-	5,950.64
0010460	do.	1971	712,260.00	669,411.01	-	42,848.99
0090463	Joint Committee on Defense Production	1969	22,019.79	-	22,019.79	-
0000463	do.	1970	5,222.01	108.14	-	5,113.87
0010463	do.	1971	128,930.00	122,042.00	-	6,888.00
0090470	Speaker's automobile	1969	565.31	-	565.31	-
0000470	do.	1970	940.65	736.54	-	204.11
0010470	do.	1971	17,440.00	14,902.57	-	2,537.43
0090471	Majority Leader's automobile	1969	539.86	-	539.86	-
0000471	do.	1970	1,092.02	581.20	-	510.82
0010471	do.	1971	17,440.00	15,503.04	-	1,936.96
0090472	Minority Leader's automobile	1969	83.29	-	83.29	-
0000472	do.	1970	502.95	500.00	-	2.95
0010472	do.	1971	17,440.00	16,201.20	-	1,238.80
0090474	Capitol Police Board	1969	186,720.62	-	186,720.62	-
0000474	do.	1970	554,867.41	395,577.25	-	159,290.16
0010474	do.	1971	1,009,865.00	-	-	1,009,865.00
0090476	Uniforms and equipment--Capitol Police	1969	666.61	-	666.61	-
0000476	do.	1970	28,237.91	27,778.99	-	458.92
0010476	do.	1971	134,000.00	105,857.68	-	28,142.32
0000499	Statement of appropriations	1970	3,250.00	-	-	3,250.00
0010499	do.	1971	6,500.00	3,250.00	-	3,250.00
0093904	Consolidated Working Fund	1969	2,706.58	2,706.58	-	-
0003904	do.	1970	3,700.00	3,700.00	-	-
0013904	do.	1971	10,000.00	1,000.00 ^f	-	9,000.00
0010820	Education of pages	1971	129,850.00	129,850.00	-	-
00010825	Official mail costs	1970-71	11,244,000.00	11,244,000.00	-	-
00X4003	House Restaurant Revolving Fund	No year	711,923.36	612,288.23 ^g	-	99,635.13
00X4004	House Recording Studio Revolving Fund	No year	251,267.24	46,933.07 ^g	-	204,334.17
00X4006	House Beauty Shop Revolving Fund	No year	202,232.03	184,081.35 ^g	-	18,150.68
00X0440	Stationery Revolving Fund	No year	2,984,013.62	2,322,792.69 ^g	-	661,220.93
00X0442	Preparation of new edition of D.C. Code	No year	152,762.02	60,709.78	-	92,052.24
00X0437	do. United States Code	No year	75,454.20	48,698.06	-	26,756.14
0000436	Government contributions	1970	12,088.06	-	-	12,088.06
0010436	do.	1971	4,856,925.00	4,838,149.75	-	18,775.25
	Miscellaneous receipts:					
	Sale of wastepaper		3,182.38	-	3,182.38	-
	Sale of surplus property		2,425.00	-	2,425.00	-
	Sale of transcript of hearings		3,955.65	-	3,955.65	-
	Other (general Fund)		31,103.91	-	31,103.91	-
	Total		\$122,133,992.16	\$112,052,707.29	\$1,776,986.87	\$8,304,298.00

^aIncludes transfers between appropriations and funds.

^bConsists of \$40,666.94 of miscellaneous receipts and \$1,736,319.93 of lapsed appropriations.

^cThe 1969 postage allowance expired January 18, 1970.

^dThe 1970 postage allowance expired January 20, 1971.

^eThe 1971 postage allowance will expire upon the convening of the 2d sess., 92d Cong.

^fRepresents refunds of expenditures made in prior period.

^gRepresents only gross disbursements figures for the revolving funds since repayments are included in funds available.

THE FINANCE OFFICE

HOUSE OF REPRESENTATIVES

STATEMENT OF AUTHORIZATIONS AND DISBURSEMENTS

FOR SPECIAL AND SELECT COMMITTEES, NINETY-FIRST CONGRESS

JANUARY 3, 1969, THROUGH JUNE 30, 1971

<u>Parent committee</u>	<u>Authorizations</u>		<u>Total</u>
	<u>First session</u>	<u>Second session</u>	
Agriculture	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00
Armed Services	175,000.00	250,000.00	425,000.00
Banking and Currency	692,500.00	681,000.00	1,373,500.00
Crime	375,000.00	600,000.00	975,000.00
District of Columbia	100,000.00	10,000.00	110,000.00
Education and Labor	769,600.00	769,600.00	1,539,200.00
Foreign Affairs	200,000.00	150,000.00	350,000.00
Government Operations	850,000.00	900,000.00	1,750,000.00
House Administration	800,000.00	-	800,000.00
House Restaurant	40,000.00	-	40,000.00
Interior and Insular Affairs	115,000.00	80,000.00	195,000.00
Internal Security	400,000.00	450,000.00	850,000.00
Interstate and Foreign Commerce	595,000.00	465,000.00	1,060,000.00
Judiciary	250,000.00	280,000.00	530,000.00
Merchant Marine and Fisheries	135,000.00	175,000.00	310,000.00
Post Office and Civil Service	412,000.00	394,000.00	806,000.00
Public Works	486,000.00	587,000.00	1,073,000.00
Rules	5,000.00	-	5,000.00
Science and Astronautics	350,000.00	365,000.00	715,000.00
Small Business	390,000.00	515,000.00	905,000.00
Standards and Conduct	20,000.00	-	20,000.00
Veterans' Affairs	150,000.00	100,000.00	250,000.00
Ways and Means	50,000.00	-	50,000.00
Campaign Expenditures	-	75,000.00	75,000.00
Special Committees on Funerals	7,816.07	19,148.62	26,964.69
United States Involvement in Southeast Asia	-	30,000.00	30,000.00
 Total	 <u>\$7,467,916.07</u>	 <u>\$6,995,748.62</u>	 <u>\$14,463,664.69</u>

SCHEDULE 3

Disbursements for each fiscal year				Unexpended
Fiscal year	Fiscal year	Fiscal year	Total	balance
1969	1970	1971		June 30, 1971
\$ 32,163.62	\$ 104,135.20	\$ 52,246.45	\$ 188,545.27	\$ 11,454.73
60,066.65	173,242.72	110,137.07	343,446.44	81,553.56
241,985.46	675,074.65	433,490.15	1,350,550.26	22,949.74
17,655.90	606,348.09	312,850.45	936,854.44	38,145.56
13,964.72	57,266.69	33,010.07	104,241.48	5,758.52
271,281.02	709,139.91	403,050.76	1,383,471.69	155,728.31
62,520.50	146,525.79	87,443.74	296,490.03	53,509.97
377,436.27	892,541.43	460,349.71	1,730,327.41	19,672.59
16,662.34	137,931.16	596,209.21	750,802.71	49,197.29
-	18,995.00	13,469.51	32,464.51	7,535.49
25,986.57	85,279.95	50,730.08	161,996.60	33,003.40
160,861.01	429,793.13	254,591.34	845,245.48	4,754.52
177,593.49	543,348.49	302,956.19	1,023,898.17	36,101.83
102,312.22	278,076.09	142,721.27	523,109.58	6,890.42
49,914.65	160,628.14	77,261.72	287,804.51	22,195.49
147,336.34	397,194.09	221,376.03	765,906.46	40,093.54
229,500.21	545,060.75	300,717.59	1,075,278.55	-2,278.55
917.64	1,849.28	133.30	2,900.22	2,099.78
140,958.56	401,913.87	155,327.78	698,200.21	16,799.79
162,450.93	412,780.47	224,956.24	800,187.64	104,812.36
170.30	5,666.82	184.65	6,021.77	13,978.23
37,581.50	113,757.13	66,483.86	217,822.49	32,177.51
1,866.38	11,736.07	5,460.38	19,062.83	30,937.17
-	-	56,214.35	56,214.35	18,785.65
2,424.86	13,531.65	11,008.18	26,964.69	-
-	770.36	3,204.08	3,974.44	26,025.56
<u>\$2,333,611.14</u>	<u>\$6,922,586.93</u>	<u>\$4,375,584.16</u>	<u>\$13,631,782.23</u>	<u>\$831,882.46</u>

SCHEDULE 4

THE FINANCE OFFICE

HOUSE OF REPRESENTATIVES

STATEMENT OF AUTHORIZATIONS AND DISBURSEMENTS

FOR SPECIAL AND SELECT COMMITTEES, NINETY-SECOND CONGRESS

JANUARY 21, 1971, THROUGH JUNE 30, 1971

	<u>Authorizations</u>	<u>Disbursements</u>	<u>Unexpended balance June 30, 1971</u>
Agriculture	\$ 250,000.00	\$ 44,863.93	\$ 205,136.07
Armed Services	300,000.00	96,928.86	203,071.14
Banking and Currency	975,000.00	340,975.00	634,025.00
Crime	675,000.00	188,454.43	486,545.57
District of Columbia	220,000.00	27,961.56	192,038.44
Education and Labor	1,250,000.00	381,853.71	868,146.29
Foreign Affairs	425,580.00	110,889.07	314,690.93
Government Operations	1,032,600.00	402,463.83	630,136.17
House Administration	400,000.00	82,054.60	317,945.40
House Restaurant	43,000.00	13,159.79	29,840.21
Interior and Insular Affairs	478,000.00	66,247.39	411,752.61
Internal Security	570,000.00	238,546.65	331,453.35
Interstate and Foreign Commerce	989,000.00	281,581.81	707,418.19
Judiciary	350,000.00	105,159.72	244,840.28
Merchant Marine and Fisheries	291,500.00	84,976.56	206,523.44
Post Office and Civil Service	533,000.00	200,734.40	332,265.60
Public Works	1,072,670.00	291,440.14	781,229.86
Rules	5,000.00	268.23	4,731.77
Science and Astronautics	380,000.00	158,157.14	221,842.86
Small Business	530,000.00	206,960.55	323,039.45
Standards and Conduct	25,000.00	335.85	24,664.15
Veterans' Affairs	150,000.00	51,278.52	98,721.48
Ways and Means	75,000.00	2,331.46	72,668.54
Special Committees on Funerals	2,444.84	2,444.84	-
Total	<u>\$11,022,794.84</u>	<u>\$3,380,068.04</u>	<u>\$7,642,726.80</u>

SCHEDULE 5

THE FINANCE OFFICE

HOUSE OF REPRESENTATIVES

SCHEDULE OF CONTINGENT EXPENSES OF THE HOUSE

MISCELLANEOUS ITEMS

FISCAL YEAR 1970 APPROPRIATIONS

		Disbursed		
		fiscal year ended June 30		
		1970	1971	Total
AVAILABILITY OF FUNDS:				
Appropriations (note a)				\$5,010,000.00
Transferred to:				
	Stationery Revolving Fund			-2,350.00
	Government contributions			-63,100.00
	Special and select committees			-148,000.00
	Salaries, officers and employees			-20,000.00
	Minority Leader's automobile			-25.00
	Total funds available			<u>4,776,525.00</u>
FUNDS DISBURSED:				
Item				
number				
1	Cleaning materials, supplies, towels, paper cups, soap, and sundry items	\$ 168,601.30	\$ 1,399.80	\$ 170,001.10
2	Photostats and identification cards	2,986.42	19.05	3,005.47
3	Official blank checks (Clerk and Sergeant at Arms)	2,026.94	-	2,026.94
4	Special office equipment, maintenance, and repairs	42,097.59	294,789.53	336,887.12
5	News service, judicial books, tax pamphlets, etc.	55,425.90	339.50	55,765.40
6	Newspapers (members' lobby)	4,725.22	-	4,725.22
7	Laundry	43,488.45	9,067.94	52,556.39
8	Gratuities	148,800.17	43,504.38	192,304.55
9	Miscellaneous payroll (H. Res.)	195,596.77	-	195,596.77
10	Materials and equipment for folding	41,275.47	5,478.55	46,754.02
11	Premiums on official bonds	511.00	-252.00	259.00
12	House restaurant	217,500.00	-	217,500.00
13	Vehicles	1,405.40	1,236.98	2,642.38
14	Stationery	75,625.11	13,674.56	89,299.67
15	Electrical and mechanical equipment	259,960.51	107,468.99	367,429.50
16	Service on electrical and mechanical equipment	33,910.58	15,090.12	49,000.70
17	Rental of home district office space, members of Congress	426,075.06	40,474.59	466,549.65
18	Official expenses of members, outside the District of Columbia	354,047.51	139,596.64	493,644.15
19	Contested-election cases	-	-	-
20	Receptions for members of interparliamentary institutions	1,265.26	9.50	1,274.76
21	Members' transportation expenses	667,244.77	91,001.80	758,246.57
22	Employees' transportation expenses	111,422.84	12,971.43	124,394.27
23	District telephone expenses	251,144.66	123,694.64	374,839.30
	Total funds disbursed	<u>\$3,105,136.93</u>	<u>\$899,566.00</u>	<u>\$4,004,702.93</u>
UNEXPENDED BALANCE, JUNE 30, 1971				<u>\$ 771,822.07</u>

^a\$4,960,000 appropriated under Public Law 91-145, December 12, 1969, and \$50,000 appropriated under Public Law 91-257, May 19, 1970, and under Public Law 91-305, July 6, 1970.

SCHEDULE 6

THE FINANCE OFFICE

HOUSE OF REPRESENTATIVES

SCHEDULE OF CONTINGENT EXPENSES OF THE HOUSE

MISCELLANEOUS ITEMS

FISCAL YEAR 1971 APPROPRIATIONS

	Fiscal year ended <u>June 30, 1971</u>
AVAILABILITY OF FUNDS:	
Appropriations (note a)	\$6,675,000.00
Transferred to:	
Stationery Revolving Fund	-256,250.00
Postage 1971	-96,000.00
Government contributions	-50,000.00
House Restaurant Fund	<u>-36,084.14</u>
Total funds available	<u>6,236,665.86</u>
FUNDS DISBURSED:	
Item	
<u>number</u>	
1 Supplies and materials	534,534.64
2 Equipment	848,825.06
3 Equipment maintenance	69,424.66
4 Gratuities	230,903.14
5 Salaries (H. Res.)	505,093.24
6 Official bonds	88.00
7 Restaurant	270,000.00
8 Interparliamentary receptions	655.40
9 Contested elections	-
10 Rental of office space	432,826.82
11 Official expenses of members, outside the District of Columbia	366,782.02
12 District telephone expense	283,523.26
13 Members' transportation expense	675,101.44
14 Employees' transportation expense	<u>132,816.84</u>
Total funds disbursed	<u>4,350,574.52</u>
UNEXPENDED BALANCE, JUNE 30, 1971	<u>\$1,886,091.34</u>

^a\$5,875,000 appropriated under Public Law 91-382, August 18, 1970; \$500,000 appropriated under Public Law 91-655, January 8, 1971; and \$300,000 appropriated under Public Law 92-18, May 25, 1971.

APPENDIX

W. Pat Jennings
Clerk

Office of the Clerk
U. S. House of Representatives
Washington, D. C. 20515

June 3, 1971

Honorable Elmer B. Staats
Comptroller General of the United States
General Accounting Office
Washington, D. C.

Dear Mr. Staats:

I would greatly appreciate it if you would arrange for
an audit of the Finance Office of the House of Representatives
for Fiscal Year 1971.

With kind regards, I am

Sincerely,


W. PAT JENNINGS, Clerk
U. S. House of Representatives